



# Harvard University

## Job Postings

---

Requisition Number 21912

Title Special Projects Manager (Special Projects Manager)

School / Unit Harvard School of Public Health

Department Division of Public Health Practice

Location Boston

Full Or Part Time Full-Time

Salary Grade 056

Date Posted 12/15/2004

---

Duties And Responsibilities Under the direction of the Principal Investigator, the Special Projects Manager will provide administrative, programmatic and training support in the planning, development, implementation and evaluation of emergency preparedness training programs for public health and health care professionals. On behalf of the Harvard School of Public Health Center for Public Health Preparedness (HSPH-CPHP), the incumbent will adapt curricula & training materials for various groups; develop conferences & special events; provide consultation and education to local health agencies and academic groups regarding bioterrorism; oversee training initiatives; provide curriculum development and conduct independent investigation activities as well as attend weekly or bi-weekly appointments and/or meetings as designated. He/she will also assist in the coordination of training activities among federal, state, and local partners; participate in statewide meetings, teleconferences and other methods of information sharing; work closely with the State Coordinators, local and health departments, and emergency management agencies and performs other duties as assigned. Please note: This position is grant-funded.

---

Required Education, Experience and Skills RN related Degree required. Masters Degree in Public Health and/or Nursing preferred. Incumbent should have experience in academic research and curriculum development, strong communication and interpersonal skills (both with program staff, public and partnering agencies). Must be self-motivated and be able to manage time effectively. Candidate should have a demonstrated ability and history of handling several projects simultaneously and an ability to meet frequent deadlines. Ability to manage multiple tasks, facilitates planning meetings, and provides written and oral reports. Please note: This position is grant-funded.

---

Additional Web Position Listing Additional requirements: Appropriate candidates will have 5-10 years of professional management experience in a public, private or academic setting, preferably in a role focused on program development, organizational advancement, communications, or corporate/organizational strategy and must be flexible, able to set priorities, work independently, exercise good judgment, respond to shifting deadlines, take initiative and be detail oriented. Excellent computer skills (MS Word, Excel, and PowerPoint) required. An ability to consistently take initiative and work independently as well as a member of a team is required. Experience in health care a plus. Background in bioterrorism /disaster management and/or emergencies content and application preferred. Local travel required. Harvard offers amazing benefits such as: 3 - 4 weeks paid vacation, paid holiday break, 12 paid sick days, 11.5 paid holidays, and 3 paid personal days per year. We also offer 8 medical plans, an excellent dental plan, a University funded retirement plan, fitness reimbursement and a competitive tuition assistance program (\$40 per class at the Harvard Extension School and more). Be a part of the oldest institution of higher learning in the country!!

---

Harvard University is an Affirmative Action/Equal Opportunity Employer.

---